

PAPERWORK SUBMISSION PACKAGE for Unrestricted, Conventional Mobile Units
(Enclosed trucks or trailers that prepare or portion food)

Submit package to: 7411 Park Place Tuesdays and Thursdays, 7am-2pm.

Read this form carefully: Staple or paper-clip to this form the following documents:
Paperwork will not be received without ALL of the following documents included. If you have questions, call 832-393-4445 before going. Staple documents in the following order and check off when included.

___ **Copy of Notarized Property letter for any location where unit will operate for more than one hour per day.** (Must be notarized, signed by owner or owner's legal representative. Trucks that drive a route only do not need property nor restroom letters)

___ **Copy of Notarized Restroom letter for any location where unit will operate for more than one hour per day.** (Must be signed by business owner or manager where restroom is located.)

___ **Copy of mobile food unit owner's TX driver license**

Other options: If owner has no TX driver license the following documents may be accepted: 1) TX driver license of close relative residing at same address, **AND**

unit owner's picture ID. **OR,**

2) Notarized contract between unit owner and another party stating obligations of both parties. (for unit owner to pay/compensate other party and the other party's responsibility to take unit to commissary) **AND** driver's TX driver license **AND** unit owner's picture ID.

Note: Contracts that do not state the obligations of **both** parties will **not** be accepted.

___ **Copy of Proof of insurance** on motorized unit or tow vehicle used to tow trailer

___ **Copy of State Sales Tax Permit** or form showing TX sales tax permit number

___ **Completed Route list form** List all locations where unit will operate. (All units must provide at least one address.) Include VIN and Lic. Plate.

___ **Completed Menu Disclosure form** (filled out)

___ **Original Commissary letter** (Letter must be dated within 30 days of submission)

NOTE: Bring package, but **also bring original documents** in case copies need to be verified.